

Department Of Human Services

The County of Nassau is seeking a candidate for a dedicated Children's - Single Point of Access (SPOA) Assistant position for the Office of Mental Health, Chemical Dependency & Developmental Disabilities Services.

Job Duties

The position will support the Director and Coordinator of Children's SPOA Services by managing and overseeing all general administrative duties. Qualification requirements include knowledge of children's mental health services, competent computer skills in Microsoft Office and Windows, management of data base, general understanding in usage of office technology, effective organization and time management, problem solving abilities, flexible, detailed oriented, ability to multi-task and general customer service skills.

Minimum Qualifications

Two year minimum college requirement, preferably a Bachelor's Degree with two years minimum work experience in a related field.

This position is a personal services contract with Nassau County and not a direct employee.

For consideration, please send resume, cover letter and salary requirement to behavioralhealth@hhsnassaucountyny.us with CSPOAAA on subject line.

EOE/MFDV

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER NON-MERIT FACTOR.

EOE/M/F/D/V

Nassau County is an Equal Opportunity Employer